

Scott McCallum  
Governor

Jennifer Alexander  
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Division Administrator



State of Wisconsin  
Department of Workforce Development

**WORKER'S COMPENSATION**  
201 East Washington Avenue  
P.O. Box 7901  
Madison, WI 53707-7901  
Telephone: (608) 266-1340  
Imaging Server Fax: (608) 260-2503  
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October 6, 2003

TEST INSURER 1  
C/O TEST INSURER 1  
ONE MAIN ST  
MADISON WI 5370

WC CLAIM NO: 9999-999999  
INJURY DATE: 99/99/99  
EMPLOYEE: SIMPLE, SAMPLE  
EMPLOYER: EMPLOYER NAME  
INSURER NO: 999999999999

IF YOU CALL OR WRITE US  
PLEASE USE WC CLAIM NO.

This is a second request for the wage information.

We received wage information that indicates that the average weekly wage used for computing the TTD/PPD rate(s) may be incorrect. Please submit the following information for verification of the correct average weekly wage:

A week-by-week listing of gross taxable earnings for the 52-week period starting immediately prior to the week in which the injury occurred. Include earnings for overtime, bonuses, incentive or performance pay, commissions and all other taxable earnings *excluding tips*. If this employee received tips, send a week-by-week list of tips reported

If the employee worked for this employer less than 52 weeks prior to the week of injury, list earnings from the date of hire.

For failing to submit this required information timely, the Department is assessing you a \$100 forfeiture, payable to the State of Wisconsin pursuant to s.102.35(1), Wis. Stats. **Please do not pay now.** The Department will record forfeitures you incur and invoice you annually for the total amount due.

Failure to respond to this second request within 30 days may result in further sanctions by the Worker's Compensation Division under ss. 102.28(2)(c) or 102.31(3), Wis. Stats., or by the Office of the Commissioner of Insurance, under s. 601.64 Wis. Stats., or both. To find out what other reports are overdue and avoid forfeitures in the future, go to the Worker's Compensation web site's Insurer's Pending Reports at: [http://www.dwd.state.wi.us/wc/insurance/pending\\_rpts.htm](http://www.dwd.state.wi.us/wc/insurance/pending_rpts.htm)

Sincerely,

Department of Workforce Development  
Worker's Compensation Division

FWC45P (R. 05/08/02)